

**CDBG Policy Committee Meeting**  
**Tuesday, February 3, 2004**  
**MINUTES**

**Present:**

Chesley Christensen, Chairperson  
Mike McKee, Councilmember; Uintah Basin AOG  
Constance Robinson, Mayor; Paragonah  
Pat Williams (for McKay Willis)  
Carol Page, Commissioner; Davis County  
Lewis Marchant, Mayor; Kamas

**Excused:**

Jerry McNeely, Councilmember, Southeastern Utah ALG  
McKay Willis, Mayor, Laketown

**Guests:** Russ Fotheringham, Utah County Department of Economic Development; Dave Martin, Utah Intern; Rafael Hazembuller, Utah Intern; Mary Grey, Utah Intern; Keith McCauley, Utah Intern  
**AOG Staff:** Emery Polelonema, Six County AOG; Heidi DeMarco, Mountainland AOG; Diane Lamoureux, Five County AOG; Jeff Gilbert, Bear River AOG; LaNiece Dustman, Wasatch Front Regional Council  
**DCED Staff:** Richard Walker, Cheryl Elliott, Keith Heaton, Glenna Matekel, Gordon D. Walker and Julie Iosefa

- 1. WELCOME/INTRODUCTIONS, Mayor Christensen:** Mayor Chesley Christensen of Mt. Pleasant, chairperson of the committee, welcomed everyone to the meeting, which was held at the Department of Community and Economic Development, Conference Room 501, at 324 South State Street, #500 in Salt Lake City. The meeting started at approximately 1:00 p.m.

Gordon D. Walker, the new division director of the Division of Community Development, attended the meeting for the first time and was introduced to the Policy Committee.

With the new year, it was necessary for the Policy Committee to elect a new chairperson and vice-chairperson as dictated by the committee by-laws. Nominations for new terms were opened and Mayor Christensen was nominated for a third term as the chairperson and Jerry McNeely was nominated as the vice-chairperson. There being no further nominations, the following motions were made.

**Motion: Mayor Lewis Marchant nominated Mayor Christensen to serve a third term as the Policy Committee's chairperson. Mayor Constance Robinson seconded the motion and the motion was carried.**

**Motion: Councilmember Mike McKee nominated Councilmember Jerry McNeely as the new vice-chairperson and Mayor Marchant seconded the motion and the motion was carried.**

**Approval of Minutes (August 26, 2003):** The board accepted the minutes as written.

**Motion: Mayor Marchant made a motion to accept the minutes. Councilmember McKee seconded the motion and the motion was carried.**

**2. OVERVIEW OF THE STATE CDBG SMALL CITIES PROGRAM, Cheryl Elliott:**

An overview of the small cities program was given for the benefit of new members. The overview included the program's mission statement, eligibility requirements, national objectives, and method of distribution. Cheryl also talked about the process by which the applications are received and reviewed by the state staff before presenting to the local rating and ranking bodies for approval.

**3. UTAH INTERNSHIP PROGRAM, Russ Fotheringham:** Russ Fotheringham of Utah County Department of Economic Development introduced the members of Utah Intern – Mary Grey, Dave Martin, Rafael Hazembuller, and Keith McCauley. Utah Intern with an economic development focus is seeking funds for about \$75,000.00 from CDBG money; their total budget is approximately \$254,000. This is to assist in their efforts to finance internships and ultimately retain college graduates in the state of Utah. They provided an informative presentation of statistics and facts to the committee explaining why Utah Intern is critical in battling “brain-drain” in the state. Keith Heaton pointed out that if funded, one permanent full-time job must be created for every \$35,000.00 received. Utah Intern entertained some questions from the committee and provided more clarification in some of the areas that were unclear. The committee will make a funding decision on this matter at a later date.

**4. CONSOLIDATED PLAN, Richard Walker:** The committee was given a draft copy of the Consolidated Plan. Richard stressed the importance of this document to small cities and towns in their planning activities. The information contained in the plan was previously collected from all the seven regions and they also set the priorities. It was pointed out that the Olene Walker Housing Loan Fund uses the Consolidated Plan extensively in their process. Richard reviewed the priorities with everyone and highlighted some of the more significant updates in this plan such as the capital investment plans from each town and the modified housing quality survey to be conducted by each region. The lead-based paint action plan still needs to be updated. Richard invited the committee to let him know of any further input from their regions. The five-year Consolidated Plan is due in a year. The housing data needs to be collected by June. The rough draft will be due in September with the final copy ready and sent to the state office by December 1. The committee voted to accept the Consolidated Plan draft.

**Motion: Mayor Marchant made a motion to approve the Consolidated Plan draft. Councilmember McKee seconded the motion and the motion was carried.**

5. **REVIEW OF COSCDA MEETING, Keith Heaton:** Keith reported briefly on the COSCDA (Council of State Community Development Agencies) meeting that he attended in November. He also gave a synopsis of the function of COSCDA – it is an advocacy group, which holds about three to four meetings a year. One critical issue that was discussed in the most recent meeting is the method of distribution (how federal money is dispersed in each state). Utah’s method of distribution is unique because the rating and ranking process is done at the regional level.

COSCDA is also encouraging implementation of outcome measures nationwide. This is a tool to assist in tracking the accomplishments of assistance given to low-moderate income persons. Other points of interest at the COSCDA meeting were reporting of program income in IDIS, new monitoring guidebook and new timeliness guidelines.

6. **PROPOSED ALLOCATIONS, Glenna Matekel:** Glenna distributed a copy of the proposed allocations for the 2004 program year. The proposed total funding from HUD is \$7,201,794.00. She stated that this would be less funding to the state CDBG small cities program in comparison to previous years due to St. George and Logan becoming entitlement cities. The state staff is expecting final numbers from HUD by the end of February.
7. **POLICY COMMITTEE RETREAT, Committee:** The retreat dates were set for June 10 and 11 with the Wasatch Front Regional Council hosting this year. Details will follow at a later time. A list of important dates to remember for upcoming training workshops was distributed to the committee and staff from the regional offices.

There being no further items of discussion, the meeting was adjourned at 3:50 p.m.